

## Documents Required for Plan Check



1. THE APPROVED PLAN OF SERVICE SUMMARY SPREADSHEET

The Plan of Service includes any water, sewer or recycled water studies needed to size facilities. After the studies and review are complete, fill out and submit the Plan of Service Summary (an Excel spreadsheet) to a Plan of Service Engineer. The Engineer will approve it by signing it and sending a copy to you. Submit this signed copy with the package (plans). If you do not have a copy of the spreadsheet, request one by e-mail: [dumasb@emwd.org](mailto:dumasb@emwd.org). Note: Plans without an approved Plan of Service Summary will not be processed.

2. A COMPLETED COVERLETTER SIGNED BY A REGISTERED CIVIL ENGINEER

Please see attached.

3. A TITLE SHEET

4. 2 SETS OF WATER AND SEWER IMPROVEMENT PLANS

5. 1 SET OF STREET IMPROVEMENT PLANS

6. 1 SET OF GRADING PLANS

7. 1 SET OF THE RECORDED MAP

8. A LEGIBLE SITE PLAN

- Reduced to 11" x 17" Size
- It can contain 2 or more sheets, if necessary to cover the project

9. 1 SET OF THE CONDITIONS OF APPROVAL

If the Conditions of Approval are not available, provide one set of Fire Flow Conditions from the governing Fire Prevention Agency.

10. A PLAN CHECK DEPOSIT

11. CFD LETTER

Current guidelines for preparation of sewer and water plans and standard drawings are available on our website at [www.emwd.org](http://www.emwd.org).



## Plan Check Deposit

Number of Sheets				With Easement Add	CFD Specs Add
<b><u>1-2 Sheets</u></b>					
One	or	Two	\$2,000	\$1,000	\$1,000
Systems					
<b><u>3-8 Sheets</u></b>					
One System			\$3,500	\$1,000	\$1,000
Two Systems			4,500	1,000	1,000
<b><u>9-13 Sheets</u></b>					
One System			\$5,000	\$1,000	\$1,000
Two Systems			6,500	1,000	1,000
<b><u>14-20 Sheets</u></b>					
One System			\$7,500	\$1,000	\$1,000
Two Systems			9,000	1,000	1,000
<b><u>21-25 Sheets</u></b>					
One System			\$9,000	\$1,000	\$1,000
Two Systems			10,500	1,000	1,000
<b><u>26-36 Sheets</u></b>					
One System			\$10,500	\$1,000	\$1,000
Two Systems			12,000	1,000	1,000

## Recheck of Approved Plans

*Additional fees are determined by the amount of design changes to the approved plans*

Deposits are based on the average cost incurred by the District to plan check a typical project. Eastern Municipal Water District reserves the right to review project charges during the plan check process and request additional funds, if necessary. All plan check charges must be paid prior to the approval of the plans.

Date: \_\_\_\_\_

Eastern Municipal Water District  
 P.O. Box 8300  
 2270 Trumble Road  
 Perris, CA 92572-8300

**ATTENTION:** Engineering Department

**SUBJECT:** Initial Water and/or Sewer Plans Submittal

I certify that the water and/or sewer plans prepared on \_\_\_\_\_ are being submitted for plan check using the Eastern Municipal Water District water and sewer guidelines and the attached checklist. The plans are complete and meet Eastern Municipal Water District criteria.

We are providing the following:	YES	N/A
2 Sets of the Water and/or Sewer Plans		
1 Set of Grading Plans		
1 Set of Street Plans		
1 Print of the Record Map		
1 Set of the Conditions of Approval, Including Fire Flow Requirements		

Sincerely,

\_\_\_\_\_ *signature*

\_\_\_\_\_ *print name*

**Registered Civil Engineer**

# Checklist for PLAN CHECK



Project: \_\_\_\_\_  
Date: \_\_\_\_\_  
Engineer: \_\_\_\_\_

## Title Sheet

- Water/Sewer Notes
- Time Limitation
- Notifications
- Certification
- Engineer's Stamp and Signature
- Typical Lot

## Index Map

- Scale, North Arrow, Sheet Reference
- Vicinity Map
- Implementing Facilities
- Quantities
- Legend
- Street Names, Lot Numbers
- Services, Laterals, Appurtenances
- Backwater Valves, Pressure Regulator Check
- Distance to Existing Cross Street
- Water and Sewer Facilities
- Force Account "Work"
- Pressure Zone

## Plan and Profile Water and Sewer

- Scale, North Arrow, Sheet Reference (No 1" = 8' Vertical Scale Allowed)
- Utility Crossing Data
- Curve Data, Bearings and Tables
- Existing/Future Utility Reference

## Plan and Profile (Continued) Water and Sewer

- Easements, Right-of-Way Info Offsets
- Stationing, Matchlines, CL Equations
- Pipe Slopes
- Notation, Labeling, Pipe Types
- Services/Laterals
- EMWD Symbology
- Existing Finish Surface
- Force Account "Work"

## Water

- Valving
- Air Valves, Blow-Offs, Fire Hydrants
- Joint Restrained Limits (on Profile)
- Grade Breaks/Deflection Angles
- Backflow Devices (if Required)
- High Deflection Coupling (if Required)

## Sewer

- Manhole Spacing
- Manhole Inverts (match soffits)
- Manhole Numbering
- Lateral Clearances
- Special Bedding
- Backwater Valves (BW)
- Cut to Fill Note

Date

Name  
Address  
City, State ZIP



**re: Special Funding Districts**

Project Name/Tract Number: \_\_\_\_\_  
Work Order Number: \_\_\_\_\_

As you may know, Special Funding Districts have a special set of requirements for construction. In some cases, EMWD is not aware of the need to process projects differently using CFD requirements. In order to make sure your project is processed correctly, please have the project owner or developer complete the questions below:

- 1. Will the project be funded using Assessment District or Community Facilities District funds?  
 YES                       NO

If YES, please answer the questions below.

- 2. Who will be the lead agency (supply CFD number, if known)?  
\_\_\_\_\_

- 3. Will the CFD fund the water and/or sewer participation fees?  
 YES                       NO

- 4. Will the CFD fund the water facilities?  
 YES                       NO

- 5. Will the CFD fund the sewer facilities?  
 YES                       NO

If you answered YES to Question 1, please contact Debra Deremiah, Special Funding Districts Supervisor at (951) 928-3777 extension 4540, for bidding and specification requirements.

I AM THE OWNER OR DEVELOPER OF TRACT \_\_\_\_\_. THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, I UNDERSTAND THAT DEVELOPER AGREEMENTS FOR PROJECTS, INCLUDING FACILITIES TO BE FUNDED BY THE CFD, MUST BE IN PLACE PRIOR TO SCHEDULING A BID OPENING FOR THE PROJECT.

Signature	Date	Company Name
Print Name		Address
Title		City, State ZIP

**RETURN THIS FORM WITH THE PLAN CHECK SUBMITTAL**